



DEPARTMENT OF THE NAVY

OFFICE OF THE SECRETARY

WASHINGTON, D.C. 20350-1000

SECNAVINST 12298.1A
ASN(M&RA)/OCPM 13

15 October 1987

SECNAV INSTRUCTION 12298.1A

From: Secretary of the Navy

Subj: DEPARTMENT OF THE NAVY CIVILIAN PERSONNEL DATA SYSTEM
(NCPDS)

Ref: (a) SECNAVINST 5230.9A (NOTAL)

1. Purpose. To revise policy guidance regarding the establishment, implementation, and use of the Department of the Navy Civilian Personnel Data System (NCPDS). This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. SECNAVINST 12298.1

3. Policy. NCPDS, an adaptation of the U.S. Air Force Personnel Data System for Civilians, has been approved for use throughout the Department of the Navy (DON). NCPDS is mandatory for all DON civilian personnel offices. Records of DON civilian personnel will be entered into the NCPDS if serviced by another agency. NCPDS will be the only authorized civilian personnel data system for DON employees paid from appropriated and industrial funds, and the official source of automated information about those employees.

4. Discussion. After a comprehensive search for an automated data system suitable for civilian personnel management support at all DON organizational levels, the Under Secretary of the Navy authorized the acquisition of the Air Force Personnel Data System for Civilians and its adaptation to meet DON requirements in 1982. Subsequently, in April 1985 the Deputy Secretary of Defense mandated a single personnel system in each defense agency and service. NCPDS is designated as that system for the DON.

5. Responsibilities

a. The Assistant Secretary of the Navy for Manpower and Reserve Affairs (ASN(M&RA)) provides overall management and sees that NCPDS meets the needs of DON for civilian personnel/equal employment opportunity automated information. ASN(M&RA) insures that automated information and processing support requirements are identified, and that management plans and resources requirements are identified and appropriated.

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b. The Director, Office of Civilian Personnel Management is the program director and responsible for the overall long-term program leadership, approving initiatives, establishing requirements, and program direction. The Director also serves as the functional manager directing actions required to support civilian personnel information, establishing policy regarding interaction with other civilian information systems, establishing priorities for information systems and civilian information support, and assessing and approving schedules.

c. The Chief of Naval Operations (CNO), through the Deputy Chief of Naval Operations (Manpower, Personnel, and Training), serves as functional and resource sponsor for the NCPDS per reference (a). The CNO via the Chief of Naval Personnel (CNP) develops, documents, and executes management plans to implement, support, and operate NCPDS. CNO insures its required interface with other systems. The CNO is responsible for the management of the NCPDS Computer Facility and the NCPDS Center. The CNO provides advice, assistance, and support to NCPDS users at all levels. The CNO implements taskings concerning information and systems requirements. The CNO provides resources for, administers, and maintains current DON-wide systems until they are replaced by NCPDS.

d. The Commandant of the Marine Corps; Chief of Naval Research; Administrative Assistant, Office of the Under Secretary of the Navy; heads of echelon 2 commands; and activity heads will provide necessary resources for certain implementation costs and for servicing civilian personnel offices to operate the system effectively. Commands will follow established plans for the transition from existing systems to the NCPDS and will disestablish local stand-alone civilian personnel data systems thereafter. New automated personnel systems will not be established, and existing systems will not be redesigned, modified, or enhanced without prior written approval of ASN(M&RA).



H. Lawrence Garrett, III
Under Secretary of the Navy

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